

10 April 1957

MEMORANDUM FOR: Chief, Management Staff

VIA: **EDWARD W. CHAPIN** Chief, FI/Admin.

SUBJECT: Purchase of Two Diebold Super Elevator Files "63"

EDWARD W. CHAPIN

1. Your approval is requested for the purchase of two Diebold Super Elevator Files "63".

2. These two Elevator Files will save considerable square footage of space. Eight standard five-drawer 3X5 card file safes house approximately 400,000 cards and require approximately 52 square feet of space with drawers shut, and approximately 104 square feet of space with drawers open during the day while employees work on the records. Two Diebold Elevator Files house 400,000 3X5 cards and require approximately 45 square feet of space. The figure of 400,000 3X5 cards includes expansion for the next four years.

3. The total weight for the two Diebold machines is 3,060 pounds while eight empty 3X5 card safes equal 6,400 pounds.

4. One of the most important advantages to be considered is the added convenience of access to the files on the part of the researchers working in the CE Branch. The acquisition of this equipment would have a very desirable effect on morale by considerably speeding up and improving one of the most tedious and monotonous aspects of the job. A booklet about these machines is attached for your information.

5. It is believed that the price of these two machines (\$6,729.20) will be offset by the saving in space and man-hours involved in reference work as well as the saving in the cost of safes.

6. For further information, please telephone [REDACTED] extension 4245. Your prompt attention to this request will be appreciated.

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Chief, F.I./Division D.

Attachment